

June 3, 2020
Selectboard Meeting
Approved Minutes

Present: Emily Grube, Steve Chamberlin, Scott Woodward, John Peters, Chuck Gundersen

Public: Jim Potter (Road Foreman), John Moore (Planning Commission), Ellen DesMeules (Treasurer), Jon Harrington (Horizon Engineering), Cathy Peters, Tim Reiter, Harold Schwenk, Betsy Rhodes (Library), Cynthia Hewitt (Selectboard assistant)

1. The Meeting was Called to Order at 7:12
2. Public Comment: None
3. Agenda Review
Emily moved and Steve seconded the addition of Truck RFP to the agenda; unanimous roll-call vote
4. Recurring Items
 - a) Scott moved and Steve seconded approval of 05/04 & 05/20/2020 minutes with suggested changes
 - b) Emily moved and Steve seconded approval of the following Warrants. Unanimous roll-call vote.

19117	\$29,050.47	Accounts payable
19116	6,097.17	Payroll
 - c) Road Foreman's Report
The crew continues grading and ditching. Sand is being delivered. Jim is going to lease a skid-steer to clean up aprons. The rake needs new teeth, Jim was authorized to purchase them (52 teeth at \$18.75 per); the wastewater separator needs to be pumped (\$4000); he would like to obtain a dumpster for the garage; and will look into doing so. John will once again contact the radio people to have a scanning channel programmed in the radios and to look into the dead spot in the grader.
5. Items for Discussion or Vote:
 - a) Howe Hill Report: Jon Harrington reports that the culverts and reclaiming are finished; dense graded material is being added this week. Pike is using computerized load tickets to keep track of quantities. They will be grading from Robbins' to the top of the hill. Jon received a change order from Pike at the end of the day (05/03/2020), which he has not had time to read; he will go over details with Pike and report at the next meeting (06/17/2020). Jim was concerned about some "slap happy" attitudes in workmanship last week but Pike was responsive and attitudes have improved this week. Pike is way ahead of schedule and may be finished by the end of June (vs. 08/15/2020).
 - b) Jon Harrington explained that M&W Soils was brought in to perform soil compaction studies of the reclaimed base. Emily approved the expense because there was no time to have a Board meeting. M&W will also study the pavement compaction, which will cost ±\$1000. Emily moved and Scott seconded to authorize this expense. Unanimous roll-call vote. Scott moved that Jim and Jon be given a discretionary fund of \$2000 to use for such expenditures without having Board approval. The fund will be revisited if it depletes. Steve seconded; unanimous roll-call vote.

- c) Truck RFP. This RFP is a duplicate of the previous truck RFP including changed specs. A new plow and wing will also be ordered because of the additional width. Scott moved and Steve seconded the RFP be put forward as soon as possible with suggested edits. Unanimous roll-call vote.
- d) Pike Financials. Since Pike is ahead of schedule and the grant money is not yet in-hand and the taxes are yet to be collected Emily asked Ellen to talk with Chad Hewitt re: borrowing money from a bank, redeeming CDs, or “borrowing” from other funds. Ellen will work this out and report specifics. She is in the midst of developing a sweep fund as suggested by Mr. Hewitt. Scott will check the wording on original RFP re: paying after the fiscal year. Scott agreed with the approach Ellen described but stated that it’s not really borrowing” from other reserve funds, that the obligations stay on the books for each reserve fund and that the Town can use available cash to pay for expenditures out of reserve funds.
- e) Dog Complaints. Emily shared a previous letter to Highland Farms regarding dogs at large; John amended the letter and Emily will get it out to the three owners, with input from the Board, as a letter of warning reminding them of the ordinance. Scott suggested the event be described, the date of the complaint, and the consequence of further violation. Steve suggested a letter be included with dog registration tags as well as the ordinance.
- f) Covid 19 and Selectboard Meetings. The Board agreed to continue Zoom meetings..
- g) Teago Store Project. Mr. Worden is in touch with Rita Zeto at Two Rivers and the Bike Path and Pedestrian Specialist from VTrans. Chris Bump has a copy of the plans. Jim requested a site visit by VTrans and will make the request via email. Traffic flow with curbing etc. needs to be looked at. John reports the VTrans recommendations are included in the plans. Jon Harrington suggested the Teago engineers run an AutoTurn analysis and also mark-out the curbing, fence, etc. locations with paint. Steve would like the fire department options be closely examined. Emily will contact Mr. Worden with these suggestions.
- h) Policy and Ordinance Updates. Scott supplied a list of items to be edited/adopted. The Board decided that the Conflict of Interest policy should be updated according to FEMA requests as soon as possible. Scott will do this. The Board also decided the Personnel Policy would be the next to update. Below is list of all policies and procedures.

- Personnel Policy
- Pay Policy
- Conflict of Interest Policy
- Emergency Services Policy
- Highway Maintenance Policy, including Tree Policy
- Highway Ordinance, including Access Permits

Policies that need to be created and adopted:

- Drug Enforcement Policy for Highway Crew
- Various financial policies under consideration of Financial Management Committee
- Compensation Policy

6. Meeting Wrap-Up

- a) Selectboard Correspondence – VTrans reports they do not know when reimbursements on grants will be available. They have yet to establish a budget. Jim is working on the Two Rivers Bunker Hill grant application. Scott reports that FEMA 4445 has obligated money to the town. The report needs to meet compliance with State Subgrant requirements. A certificate of insurance must be submitted.
- b) Review of Assignments: Steve Truck RFP, Emily –dog letters; Worden (AutoTurn), Scott – Conflict of Interest Policy.
- c) Agenda Items for Next Meeting: Howe Hill/Jon Harrington, Policy updates. Executive Session for Annual Review of Jim Potter and Cynthia Hewitt – Tentatively scheduled for June 24th, Scott will circulate the evaluation instrument to Board members for individual input of performance. John suggested the Crew also be asked to evaluate Jim.
- d) Chuck moved and Steve seconded Adjournment at 9:07 pm.